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<ul style="list-style-type: none"> • Appraisal System • Compensation • Personnel Issues • Recruiting • Staffing • School/Employee Calendars • Recognition • HR Budget Prep • Employee Handbook • Salary/Stipend Surveys • Teacher Allotment 	<ul style="list-style-type: none"> • Certifications • Hire/Resignations • Admin/Professional Employees • TalentED • Job Descriptions/Job Postings • Contracts • Stipends • Service Awards • Recruiting • SBEC Permits • LORA's • Service Records 	<ul style="list-style-type: none"> • Administer Employee Benefits Program • Balance Benefit Accounts • Benefits/Insurance Questions • Medical Leave (FML/TDL) • Gators Helping Gators • Worker's Comp • District Baby Shower • Benefit Meeting/Orientation • SWAMP (Employee Wellness) 	<ul style="list-style-type: none"> • District Condolences • Employee Handbook • HR Attendance • HR Board Agenda • HR Budget & Travel • HR Documents/Forms • Service Records for DISD • Special Assignment Agreements • HR Purchasing • HR Webpage Maintenance 	<ul style="list-style-type: none"> • Balance Benefit Accounts • Payroll Benefit Deductions • Collect Out of Pocket Premiums • Benefits/Insurance Questions • Assist w/District Baby Shower • Qualifying Life Events/Family Status Changes • Medical Leave (FML/TDL) • Worker's Comp • SWAMP (Employee Wellness) • Unemployment Claims • HR Newsletter
<p>Cynthia Corona HR Generalist 281-229-6074 ccorona@dickinsonisd.org</p>	<p>Alejandra Davila HR Generalist 281-229-6073 adavila@dickinsonisd.org</p>	<p>Traci Quilter HR Generalist 281-229-6077 tquilter@dickinsonisd.org</p>	<p>LaShaunna Smith HR Generalist 281-229-6063 lsmith@dickinsonisd.org</p>	<p>Sharon Robert Publications Tech/Receptionist 281-229-6081 srobert@dickinsonisd.org</p>
<ul style="list-style-type: none"> • Volunteer Tracker • Receive warehouse packages • DPS-Criminal Background Checks • DNHR-Do Not Hire Registry • Fast Pass • PSA • Special Duty Agreements • Receptionist • Bilingual Assistance for all areas of HR 	<ul style="list-style-type: none"> • Transportation/Custodial/O&F Personnel • LORA for Assigned Areas • TalentED Recruit/Hire & Records • Summer workers • Bilingual Assistance for all areas of HR 	<ul style="list-style-type: none"> • Employee Verification • ID Badges & Proxy's • TalentED Recruit/Hire & Records • Substitutes/AVID Tutors • Substitute Handbook • Frontline/AESOP System • E-Verify • Substitute Safety Training • Transcripts 	<ul style="list-style-type: none"> • Paraprofessional/FNS Personnel • Paraprofessional Certification • Name Change Processing • TalentED Recruit/Hire & Records • Assist w/Volunteer Tracker • Assist w/Worker's Comp Claims • LORA's for Assigned Areas • Paraprofessional testing 	<ul style="list-style-type: none"> • Mail Preparation • Production of District-Wide Documents • Receive/Disseminate Deliveries • Work Requests for Copy Production • District Receptionist